



राजपत्र, हिमाचल प्रदेश (असाधारण)

हिमाचल प्रदेश राज्य शासन द्वारा प्रकाशित

शिमला, सोमवार, 27 नवम्बर, 2000/6 अग्रहायण, 1922

हिमाचल प्रदेश सरकार

PANCHAYATI RAJ DEPARTMENT

NOTIFICATION

Shimla-9, the 11th August, 2000

No. PCH-HB (2) 4/99-17049-96.—In exercise of the powers conferred by proviso to Article 309 of the Constitution of India, the Governor, Himachal Pradesh in consultation with the Himachal Pradesh Public Service Commission, is pleased to make the Recruitment and Promotion Rules for the post of Steno-Typist (Class-III, Non-Gazetted) in the Panchayati Raj Department, Himachal Pradesh as per Annexure 'I' attached to this notification, namely :—

1. *Short title and commencement.*—(1) These rules may be called the Himachal Pradesh Panchayati Raj Department Steno-Typist (Class-III Non-Gazetted) Recruitment and Promotion Rules, 2000.

(2) These rules shall come into force from the date of publication in the Rajpatra, Himachal Pradesh.

By order,

Sd/-

Commissioner-cum-Secretary.

RECRUITMENT AND PROMOTION RULES FOR THE POST OF STENO TYPIST (NON-GAZETTED CLASS-III) IN THE DEPARTMENT OF PANCHAYATI RAJ, HIMACHAL PRADESH

- | | |
|--|---|
| 1. Name of the post | Steno Typist |
| 2. Number of posts | 01 (One) |
| 3. Scale of pay | Rs. 3330-110-3660-120-4260-140-4400-150-5000-160-5800-200-6200. |
| 4. Classification | Class-III (Non-Gazetted)
Ministerial Services. |
| 5. Whether selection post or non-selection post. | Not applicable |
| 6. Age for direct recruits | Between 18 & 38 years: |

Provided that the upper age limit for direct recruits will not be applicable to the candidates already in service of the Government including those who have been appointed on *ad hoc* or on contract basis :

Provided further that if a candidate appointed on *ad hoc* basis or on contract basis had become overage on the date when he was appointed as such he shall not be eligible for any relaxation in the prescribed age limit by virtue of his such *ad hoc* or contract appointment :

Provided further that upper age limit is relaxable for Scheduled Castes/Scheduled Tribes/Other categories of persons to the extent permissible under the general or special order(s) of the Himachal Pradesh Government :

Provided further that the employees of all the Public Sector Corporations and Autonomous Bodies who happened to be Government servants before absorption in Public Sector Corporations/Autonomous Bodies at the time of initial constitutions of such Corporations/Autonomous Bodies shall be allowed age concession in direct recruitment as admissible to Government servants. This concession will not, however, be admissible to such staff of the Public Sector Corporations/Autonomous Bodies who were/are subse-

quently appointed by such Corporations/ Autonomous Bodies and who are/were finally absorbed in the service of such Corporations/Autonomous Bodies after initial constitution of the Public Sector Corporations/Autonomous Bodies.

(1) Age limit for direct recruitment will be reckoned on the first day of the year in which the post(s) is/are advertised for inviting applications or notified to the Employment Exchanges or as the case may be.

(2) Age and experience in the case of direct recruitment, relaxable at the discretion of the H. P. Public Service Commission in case the candidate is otherwise well qualified.

7. Minimum educational and other qualifications required for direct recruits.

Essential Qualifications :

- (1) Should have passed Matriculation examination with second division or 10+2 examination or its equivalent from a recognised Board/University.
- (2) Must possess the following speed in shorthand and typewriting in both languages i. e. English and Hindi at the time of initial recruitment :

Speed in Shorthand

English	Hindi
60 W. P. M.	60 W. P. M.

Speed in Typewriting

English	Hindi
25 W. P. M.	25 W. P. M.

Provided that at the time of initial appointment the candidate shall have to pass the test in Hindi Shorthand and typewriting as prescribed supra and such candidate shall have to pass the test in English Shorthand and typewriting as prescribed supra within a period of 2 years from the date of his appointment. The appointment letter of such candidate who does not qualify shorthand and typewriting test in English language shall contain the specific condition that he shall have to pass the test in shorthand and typewriting in English within a period of 2 years and if he qualifies the test in English shorthand/typewriting within a

period of 2 years he will be eligible to draw his annual increment from due dates and the candidate who qualifies the said test after two years he will be eligible to draw his first increment only from the date of qualifying the prescribed test.

Desirable Qualifications :

Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.

Age : Not applicable.

Educational Qualifications : Not applicable

Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent authority in special circumstances and reasons to be recorded in writing.

100% by direct recruitment

Not applicable

Not applicable

As required under the law.

A candidate for appointment to any service or post must be,

- (a) a citizen of India, or
- (b) a subject of Nepal, or
- (c) a subject of Bhutan, or
- (d) a Tibetan refugee who came over to India before the 1st January, 1962 with the intention of permanently settling in India, or
- (e) a person of Indian origin who has migrated from Pakistan,

8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of the promotees ?
9. Period of probation, if any
10. Method of recruitment—whether by direct recruitment or by promotion, deputation/transfer and the percentage of vacancies to be filled in by various methods.
11. In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer is to be made.
12. If a Departmental Promotion Committee exists, what is its composition.
13. Circumstances under which the H.P.P.S.C is to be consulted in making recruitment.
14. Essential requirement for a direct recruitment.

Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malwa, Zaire and Ethiopia with the intention of permanently settling in India :

Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of Himachal Pradesh.

A candidate in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Himachal Pradesh Public Service Commission or other recruiting authority but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government of Himachal Pradesh.

15. Selection for appointment to the post by direct recruitment.

Selection for appointment to the post in case of direct recruitment shall be made on the basis of *viva voce* test, if the Himachal Pradesh Public Service Commission or other recruiting authority as the case may be, so consider necessary or expedient by a written test or practical test, the standard/syllabus etc. of which will be determined by the Commission/other recruiting authority as the case may be.

16. Reservation

The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled Castes/ Scheduled Tribes/ Other Backward Classes/ Other Categories of persons issued by the Himachal Pradesh Government from time to time.

17. Departmental Examination

Not applicable.

18. Powers to relax

Where the State Government is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing, and in consultation with the H.P.P.S.C., relax any of the provisions of these Rules with respect to any class or category of persons or posts.

